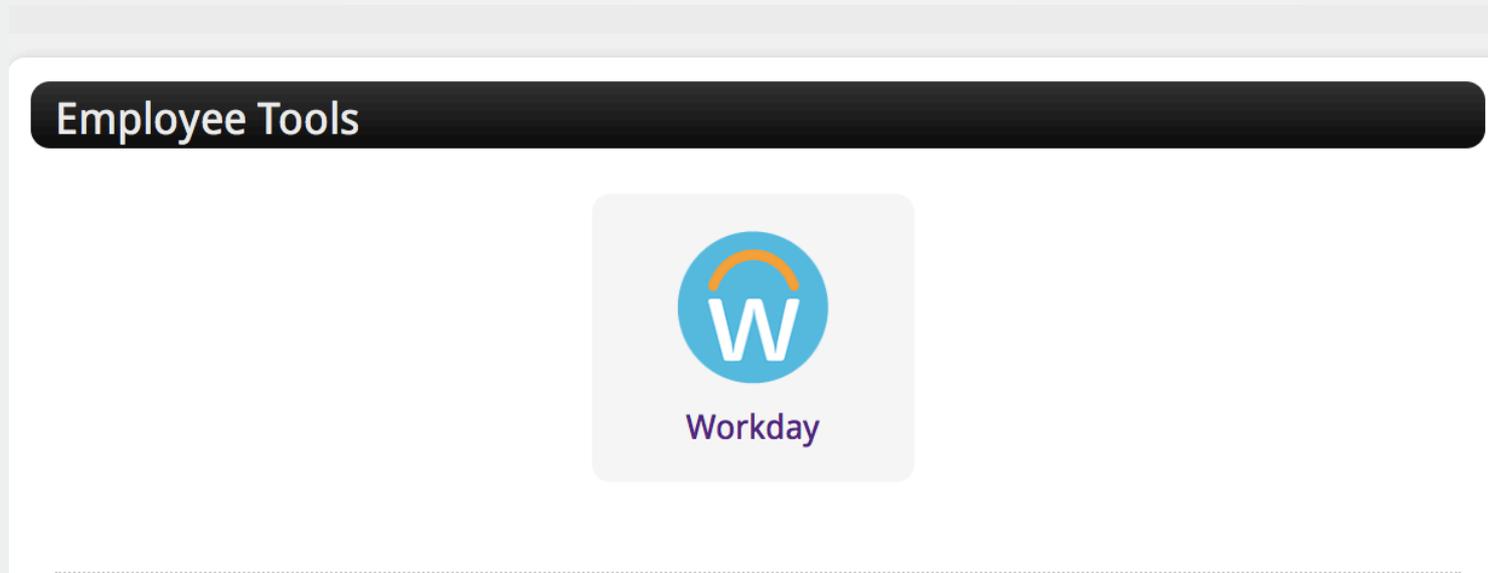# Updating Your Emergency Contacts in Workday
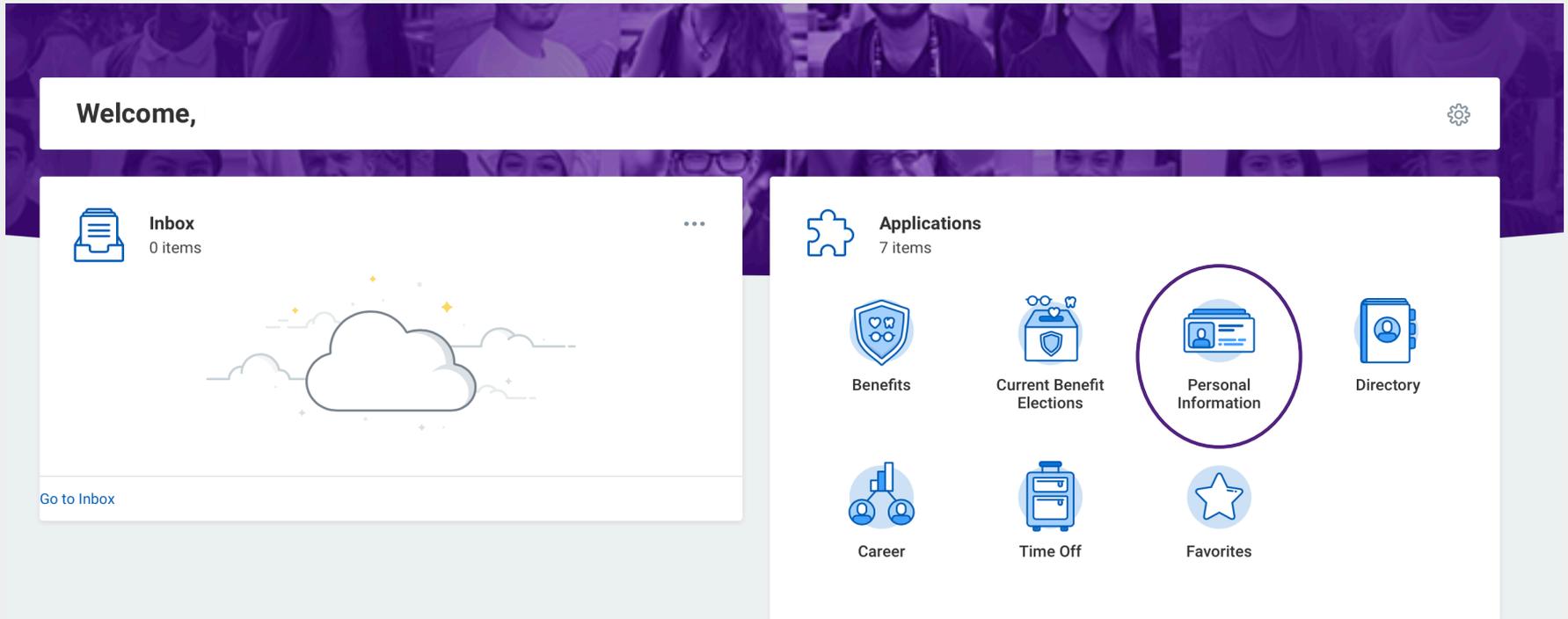
Updating Your Emergency Contacts in Workday

1. Access workday from the Employee Tools page on MyMC.
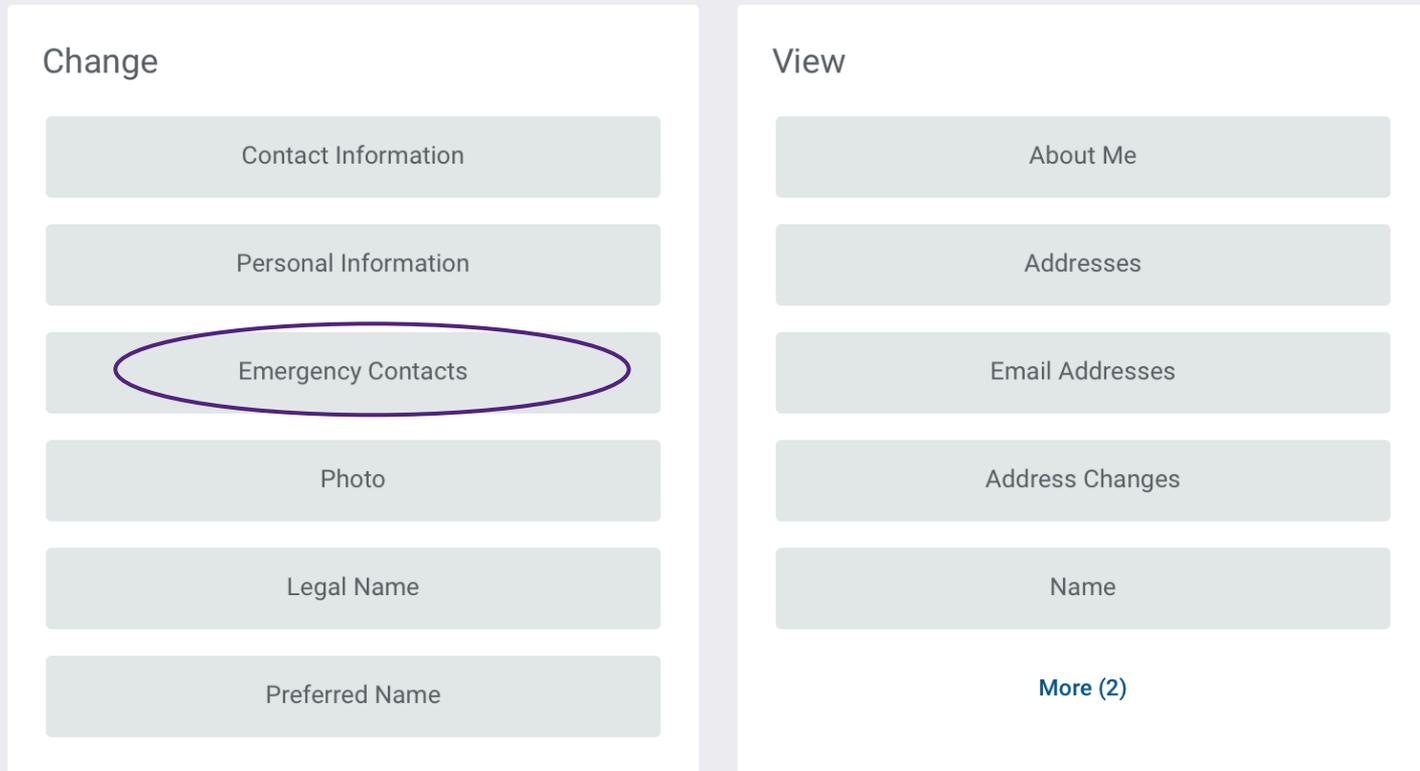
Updating Your Emergency Contacts in Workday

2. From your Workday home page, click the "Personal Information" application.
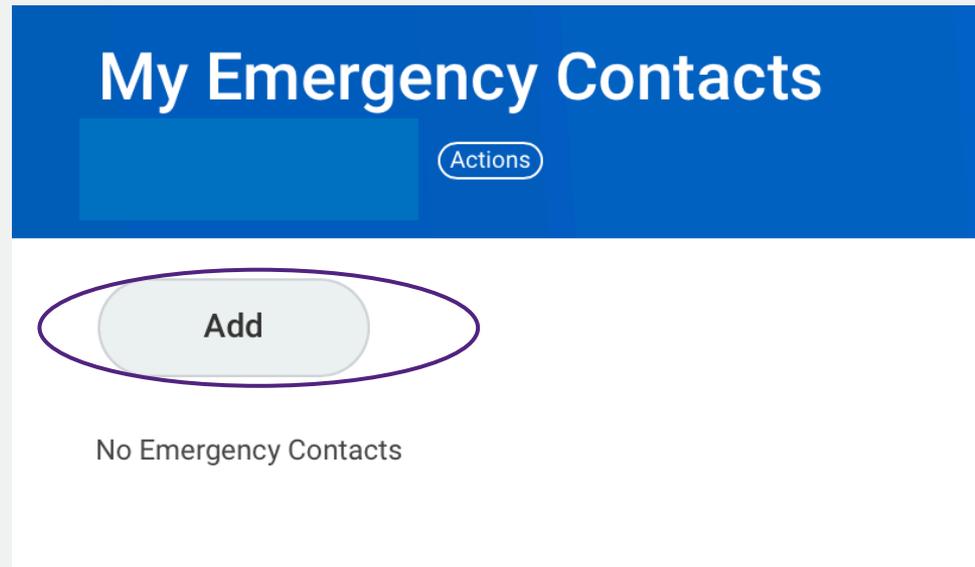
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3. Select "Emergency Contacts" from the "Change" column.

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4. Click "Add" to add emergency contacts.

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5. Start to enter the information for your contact. Ideally there should be two contacts listed. Once information is entered, click submit.

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